

GARGRAVE PARISH COUNCIL

Minutes of the Gargrave Neighbourhood Plan Working Group Wednesday 22nd January 2014

Those present: Chairman Siobhan Jose, Vice Chairman - Edward Bartle, Chris Lloyd, Michael Bland, Anne Hargreaves, Emma Davies, Parish Councillors Janet Turner and David Syms,.

1) Apologies for absence and previous minutes.

Apologies were received from Dave Smith; Clerk Helen Carruthers is still unwell and did not attend.

Previous minutes were agreed.

2) Matters arising from previous minutes

PC are to cover the cost of the Parish Clerk's services until the end of March, GNPWG to cover the cost thereafter.

It was felt that there was still confusion as to what the Neighbourhood Plan could influence and what could be achieved. Anne pointed out that policy such as number of houses could not be affected but where housing was located and the style/type of housing could be. Other important areas could be highlighted such as transport. So the plan could highlight the need for, say, a new bus route, but could not demand such a route be implemented. The range of the plan could be narrow or wide, and could cover a wide range of issues such as energy, transport, environmental issues in addition to housing but its effect could be limited in some areas.

Mike raised the point that the plan may need to have two elements – specific in relation to housing location, style etc and general e.g. energy issues. Janet put the question of whether we should join Rural Action for Yorkshire? Anne stated that we must be careful not to have too wide a scope for the plan and that the consultation process will be vital.

3) Progress on the submission of intention to form Neighbourhood Plan with CDC including decision on what to call the plan area.

Question was raised as to whether the group was "official" yet? Clarification to be sought from CDC as Anne and Siobhan were to meet with Stephen Brown at CDC offices the following day. Likely to be made "official" following the meeting of CDC's Spatial Sub-Committee meeting on 27/01/14. Stephen Brown had asked for clarification for a name for the neighbourhood plan area. The name "Gargrave Neighbourhood Plan Area" was proposed and agreed.

4) Current financial position

Mike stated that we have received £8,300 from the grant that was applied for through RAY and £2,000 from the Coulthurst Trust. Another programme of direct support is opening at the end of February and it has been recommended that we make an application quickly. Anne raising concerns that towards the end of the process we may end up running short of funds. There is also the Windle Bequest which was left in trust for the village which we could make an application to.

5) Appointment of consultants

We need to know what we are going to ask the consultants to tender for and which tasks we are going to carry out ourselves. Anne has produced a schedule of tasks and this will need to be reviewed to see who does what. This will be limited by funds to some extent.

We also need to ensure that our process of interviewing consultants is fair and according to some protocols of procurement of services. The parish council follow a process of getting three quotes but it may be more complicated in this case. We will need to interview and also maybe come up with terms and conditions. It may be that CDC have a proforma or process we could follow. AH and SJ to ask Stephen Brown at their meeting with him. Janet Turner pointing out that you don't necessarily have to go with the cheapest quote, you balance cost and quality. Ed Bartle pointing out that it would be better to have a member of the parish council choosing a consultant as the accounts are going through the parish council.

6) To agree on the next meeting date.

The next meeting date is to be on **Wednesday 26th February** in Gargrave Village Hall at 7.30pm.

There being no other business the meeting closed at 9.00pm